



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 21518- Requirements Analyst- GS-15

Salary Range: \$108,887 - \$160,300 (not applicable for detailees)

Vacancy Open Period: 09/12/2016-09/12/2017

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: SRA/PR

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: Permanent Change of Station (PCS) relocation expenses for detailees is authorized.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, the ODNI hiring office will pay for travel by commercial carrier (economy class) or reimburse for privately owned vehicle (POV) mileage. If applicable, the candidate also will be reimbursed at a flat rate for commercial lodging and per diem.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.



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- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Assistant Director of National Intelligence for Systems and Resource Analyses (ADNI/SRA) is the principle staff assistant and advisor to the Director of National Intelligence (DNI) on matters pertaining to program analyses, evaluation, and resource allocation through independent analyses and advice relevant to the National Intelligence Program (NIP) and the Military Intelligence Program. As the principle advisor to the DNI on these matters, the ADNI/SRA analyzes, evaluates, and provides alternative plans, programs, and budgets for DNI priority objectives, projected threats, estimated costs, and resource constraints.

Major Duties and Responsibilities (MDRs)

- Direct development and proposed Statements of Capabilities, Analytic Issue Papers, and Capability Requirements Policy and Instructions.
- Oversee maintenance of policy interfaces and relationships with Department of Defense (DoD) Joint Capability Integration and Development System, Intelligence Community Acquisition Model, Independent Cost Estimate Policy and Intelligence Planning, Programming, Budgeting and Evaluation.
- Establish maintenance, insight, and understanding of customer requirements related to intelligence gaps and non-material solutions.
- Manage team cognizance of intelligence capability gaps, potential mission or enterprise needs and intelligence capability proposals.
- Lead, plan, direct and orchestrate studies and performance modeling of proposed IC capabilities.
- Lead, plan, direct, orchestrate, assess and evaluate the quality of analysis and ensure competitive and alternative analyses are conducted on topics related to capability requirements and non-material solutions.



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- Lead the IC program and resource allocation process that includes developing strategic resource management plans and strategies, conducting program and systems analysis, and independently evaluate programs and resources related to both the National Intelligence Program (NIP) and Military Intelligence Program (MIP).
- Advise the DNI on matters pertaining to mission effectiveness of proposed NIP and MIP funded capability requirements through strategic planning, independent analyses, and program evaluation.
- Advise the DNI by providing alternative approaches for IC programs, requirements, and budgets to establish priority objectives, address projected threats, estimate costs, risk and tradeoffs, and identify/minimize resource constraints.
- Lead teams conducting in-depth, detailed analysis and evaluation of proposed NIP investments to independently document mission and cost effectiveness levels.
- Lead teams conducting in-depth analysis of NIP policies, missions, plans, and capabilities, ensuring linkage to the National Intelligence Strategy and other IC priorities.
- Lead, plan, and author IC resource strategies, analytical issue papers, strategic evaluations, background papers, talking points, resource issue papers, and/or other analytical products applying extensive subject matter knowledge to support the IC senior leadership in making informed programmatic decisions.
- Lead the development and presentation of findings, conclusions, options, and recommendations to Office of Director of National Intelligence (ODNI) and IC senior management.
- Lead, plan, and conduct initiatives to ensure teams maintain a comprehensive awareness of analytical and performance modeling tools and methods.
- Lead analysis and evaluation (on quantitative/qualitative basis) the effectiveness of current and planned NIP investments in meeting established IC goals and objectives. Evaluate and advise on organization, methods, procedures, and resources (NIP and MIP where appropriate) programs.

Mandatory Requirements

- Expert knowledge of the IC and its components, missions, and interrelationships, including the ability to lead broad-based teams regarding key IC issues.
- Expert knowledge and work experience in intelligence operations providing needs, capability gaps and capability requirements support to policy, planning, and/or operations strategy and development for a variety of disciplines (e.g. Geospatial Intelligence, Signals Intelligence, Measurements and Signatures Intelligence, and Communication Systems).



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- Expert knowledge of IC and DoD collection management or needs/requirements management procedures and governing documents, as well as planning, programming, and budgeting processes.
- Expert knowledge of and experience with any of the following: programmatic management, strategic planning, systems analysis, evaluation techniques, or requirement and performance management.
- Superior ability to apply quantitative and qualitative analytic techniques to lead teams evaluating and recommending appropriate alternatives to complex issues.
- Superior organizational and interpersonal skills, including an superior ability to establish and lead IC-wide teams, and effectively and independently coordinate and lead collaborative efforts, and to lead and mentor junior colleagues.
- Superior ability to build consensus on contentious issues and to foster a collaborative work environment across the ODNI, IC and mission partners.

Desired Requirements

- Superior ability to conceptualize, organize, and draw inferences from incomplete data and present a compelling analysis of findings and issue; expert ability to identify, articulate, document, and mitigate knowledge gaps or alternative approaches.
- Superior ability to initiate, cultivate, and maintain productive working relationships with IC and other DoD/ United States Government elements in order to study and identify new and innovative ways of generating and depicting needs and capability gaps that more directly capture utility.
- Superior ability to observe, measure, and evaluate outcomes against goals and objectives and direct the development and implementations of solutions and/or organizational changes.
- Superior ability to communicate, both orally and in written products, complex information in a clear, concise manner that is targeted to and meets the needs of diverse audiences with different perspectives and objectives.
- Superior ability to listen to, clarify, and convey understanding of others' ideas, comments, and questions as well as to integrate and build upon diverse opinions in a manner that encourages the formation of integrated solutions and positions.
- Expert knowledge of and experience in IC DoD regulations, policy and procedures as they apply to Capability Requirements and Major Systems Acquisition oversight and reporting.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.ic.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and joswidc@dni.ic.gov (*Daniel J.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).***

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both mcpherc@dni.ic.gov (*Candace M.*) and joswcd@dni.ic.gov (*Daniel J.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3811.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3811; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with



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disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**